



PROPOSED RE-DEVELOPMENT OF MIXED-USE FACILITY

60-62 MORGAN STREET, NORTH GEELONG

WASTE MANAGEMENT PLAN

PROPOSED RE-DEVELOPMENT OF MIXED-USE FACILITY, 60-62 MORGAN STREET, NORTH GEELONG

Client: Woods Bagot

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EXECUTIVE SUMMARY

SALT has been engaged by Woods Bagot Pty Ltd to prepare a Waste Management Plan (WMP) for a proposed commercial development located at 60-62 Morgan Street, North Geelong.

SALT understands that the proposal involves the development of a mixed-used community center consisting of function areas, medical facilities and shared office spaces.

Waste would be stored on-site in the bin storage area located at the ground level

Waste would be collected by a private contractor with:

- 3 x 1,100L garbage bins collected once per week;
- 2 x 1,100L commingled recycling bins collected once per week;
- 3 x 120L organics bins collected once per week;
- 3 x 140L glass bins collected on as required basis;
- Hard waste collected on as required basis; and
- Clinical waste collected on an as required basis

Waste vehicles would enter via the on site roadway and access the loading bay located on the ground level. Vehicle operators would ferry waste bins from the collection point to the collection vehicle and return upon emptying.

In the opinion of SALT, the enclosed Waste Management Plan would provide efficient waste management for the proposed development. This report must be read in detail prior to implementation of the waste management strategy.

CONTENTS

TABLE OF CONTENTS

1	INTRODUCTION.....	1
2	INCLUDED IN THIS REPORT.....	1
3	LAND USE.....	1
4	COMMERCIAL WASTE MANAGEMENT PLAN	2
4.1	WASTE GENERATION.....	2
4.2	WASTE SYSTEMS.....	2
4.2.1	BIN STATIONS.....	3
4.2.2	GARBAGE (GENERAL WASTE).....	3
4.2.3	COMMINGLED RECYCLING.....	3
4.2.4	FOOD ORGANICS AND GARDEN ORGANICS.....	4
4.2.5	GLASS RECYCLING.....	4
4.2.6	HARD WASTE.....	4
4.2.7	CLINICAL WASTE.....	4
4.3	BIN QUANTITY, SIZE AND COLLECTION FREQUENCY.....	5
4.4	BIN COLOUR AND SUPPLIER.....	5
4.5	WASTE STORAGE AREA.....	5
4.6	WASTE COLLECTION.....	6
5	RESPONSIBILITIES.....	6
6	SIGNAGE	7
7	SUSTAINABILITY ACTION PLAN AND INITIATIVES.....	7
8	WASTE AREA DESIGN REQUIREMENTS	8
8.1	VENTILATION.....	8
8.2	LITTER MANAGEMENT, WASHING AND STORMWATER POLLUTION PREVENTION.....	8
8.3	NOISE REDUCTION.....	8
8.4	DDA COMPLIANCE.....	8
9	RISK AND HAZARD ANALYSIS.....	8
10	SUPPLIER CONTACT INFORMATION.....	11
10.1	EQUIPMENT SUPPLIERS.....	11
10.1.1	BIN SUPPLIER.....	11
10.2	WASTE COLLECTORS.....	11
10.2.1	GARBAGE, RECYCLING AND ORGANICS.....	11
10.2.2	HARD WASTE.....	11
10.3	BIN WASHING SERVICES.....	11
11	PURPOSE AND LIMITATIONS	12
APPENDIX 1	DESIGN DRAWINGS	13
APPENDIX 2	SWEPT PATH ANALYSIS (PREPARED BY OTHERS).....	14

LIST OF FIGURES

FIGURE 1	EXAMPLE BIN STATION WITH VERTICAL SIGNAGE.....	3
FIGURE 2	AUSTRALIAN STANDARD COMPOSTABLE LOGO.....	4
FIGURE 3	WASTE SIGNAGE VIC.....	7
FIGURE 4	WASTE HIERARCHY.....	7

LIST OF TABLES

TABLE 1	WASTE GENERATION RATES.....	2
TABLE 2	WASTE GENERATION ASSESSMENT.....	2
TABLE 3	BIN SIZE AND COLLECTION FREQUENCY.....	5
TABLE 4	TYPICAL WASTE BIN DIMENSIONS.....	5
TABLE 5	WASTE AREA SPACE REQUIREMENTS.....	6
TABLE 6	POTENTIAL RISKS AND CONTROL METHODS DURING WASTE COLLECTIONS.....	10
TABLE 7	HIGH LEVEL PURCHASING SCHEDULE.....	11



1 INTRODUCTION

SALT has been requested by Woods Bagot to prepare a Waste Management Plan for a proposed mixed-use commercial development located at 62 Morgan Street, North Geelong.

This Waste Management Plan (WMP) has been prepared based on industry best practice and the Sustainability Victorian *Better Practice Guide for Waste Management and Recycling in Multiunit Developments* 2019, including the waste generation rates enclosed within the guidelines provided by SV.

In the circumstance that the development plans are amended, or new legal requirements are introduced, a revision of the enclosed WMP may be required by the Responsible Authority. The developer would be responsible in engaging with a waste consultant or engineer to prepare the updated report accordingly.

2 INCLUDED IN THIS REPORT

Enclosed is the Waste Management Plan for the proposed development at 62 Morgan Street, North Geelong. Included are details regarding:

- Land use;
- Waste generation;
- Waste systems;
- Bin quantity, size and colour;
- Collection frequency;
- Bin storage area;
- Signage;
- Waste collection;
- Responsibilities;
- Ventilation, washing and vermin-prevention;
- Noise reduction;
- DDA compliance;
- Supplier contact information; and
- Scaled waste management drawings.

3 LAND USE

Planning application number: To be allocated

Land Zone: PPRZ

Land use type: Mixed-use (commercial)

Number of levels: 3

Commercial Space:

- 414m² Function Centre
- 45m² Bar and Café area
- 309m² Pre-function space
- 92m² Kitchen
- 1153m² Medical Centre
- 223m² Gathering space
- 1463m² Shared Office area

4 COMMERCIAL WASTE MANAGEMENT PLAN

4.1 WASTE GENERATION

Commercial waste generation rates are shown in Table 1. Calculations are based on 2 days per week operation for function areas and the relevant spaces found within (incl. pre-function, kitchen and café and bar areas). While calculations for healthcare and shared office spaces are based on 5 days per week operation.

Generation rates have been adopted based on commercial waste generation rates enclosed in the Sustainability Victoria *Better Practice Guide for Waste Management and Recycling in Multiunit Developments* 2019. These rates are considered appropriate for a commercial development located within the City of Greater Geelong.

Waste generation rates for food organics in café spaces have been calculated based on the State of Victoria, Department of Health and Human Services *Victoria Food Organics Recycling: A guide for small-medium food services organisations* (2016) report which details that waste volumes generated by food and drink premises within Victoria has a general composition of at least 50% food waste. The garbage rate has been reduced accordingly to reflect the organics separation.

Any common spaces to including circulation, travel and lobby areas have not been included in these calculations as any waste generated in these areas is generated in service of the commercial areas and therefore incorporated into the below rates.

Table 1 Waste Generation Rates

Use	Garbage (L/100m ² /week)	Commingled Recycling (L/100m ² /week)	Organics Recycling (L/100m ² /week)	Glass recycling (L/100m ² /week)
Function Centre	100L	175L		50L
Bar and Café	100L	175L		50L
Pre-Function Space	100L	175L		50L
Kitchen	300L	400L	300L	
Medical Centre	50L	50L		
Gathering Space	250L	50L		
Shared Office Area	50L	50L		

A commercial waste generation assessment is provided in Table 2.

Table 2 Waste Generation Assessment

Use	Area	Waste Per Week			
		Garbage	Recycling	Organics	Glass
Function Centre	414m ²	414	207		207L
Bar and Café	45m ²	45	22.5		22.5L
Pre-Function Space	309m ²	309	154.5		154.5L
Kitchen	92m ²	276	368	276L	
Medical Centre	1153m ²	576.5	576.5		
Gathering Space	223m ²	557.5	111.5		
Shared Office Space	1463m ²	731	731		
Total Waste Generated per Week		2909L	2171L	276L	384L

4.2 WASTE SYSTEMS

Waste would be sorted on-site by staff and cleaners as appropriate into the following streams:

- Garbage (General Waste);
- Commingled Recycling;
- Food Organics;
- Glass Recycling;

- Hard Waste; and
- Clinical Waste

4.2.1 BIN STATIONS

Based on Method *Westpac NZ Case Study*, the use of bin stations throughout their office spaces have reduced waste to landfill by 40%. The case study discusses the significance of accountability in ensuring diversion of waste from landfill. It is therefore recommended that bin stations are provided throughout commercial, office and public spaces.

Each bin station should be equipped with one bin for each waste stream. This would encourage the user to make a conscious decision before depositing their waste product into a specific bin and encourage appropriate segregation especially when bins are placed within an area open to public view.

An example bin station with vertical signage is shown in Figure 1. The vertical signage is recommended to be implemented at each bin station to educate the users on the appropriate separation methods. This would allow for maximum diversion of waste from landfill and recovery of the respective waste streams to be achieved.

Figure 1 Example Bin Station with vertical signage



4.2.2 GARBAGE (GENERAL WASTE)

Each level would be furnished with plastic lined bins for the temporary holding of garbage waste, to have minimum cumulative capacity as determined by the floor area and use of space. This capacity is based on the transfer of waste to the bin room occurring once per day.

Function spaces would be furnished with plastic lined bins to have a minimum cumulative capacity of 50 liters for the temporary holding of garbage.

Medical facilities would be furnished with plastic lined bins for the temporary holding of garbage to have a minimum cumulative capacity as deemed appropriate (typically 10 liters).

Office areas would be furnished with plastic lined bins to have a minimum cumulative capacity of 10 liters for the temporary holding of garbage.

Staff/cleaners would dispose of waste from these bins directly into the appropriate 1,100L bins provided within the ground level bin room, accessed via the loading dock (refer to Appendix 1).

Garbage is to be disposed of bagged.

4.2.3 COMMINGLED RECYCLING

Each level would be furnished with unlined bins for the temporary holding of commingled recyclables, to have minimum cumulative capacity as determined floor area and use of space. This capacity is based on the transfer of recyclables to the bin room occurring once per day.

Function spaces would be furnished with unlined bins to have a minimum cumulative capacity of 25 liters for the temporary holding of commingled recycling.

Medical facilities would be furnished with unlined bins to have a minimum cumulative capacity of 10 liters for the temporary holding of commingled recycling.

Office spaces would be furnished with unlined bins to have a minimum cumulative capacity of 10 liters for the temporary holding of commingled recycling.

Staff/cleaners would dispose of waste from these bins directly into the appropriate bins provided within the ground level bin room, accessed via the loading dock (refer to Appendix 1).

Commingled recyclables would be disposed of loosely.

4.2.4 FOOD ORGANICS AND GARDEN ORGANICS

The Kitchen spaces would be furnished with unlined bins for the temporary holding of food organics and garden organics, to have minimum cumulative capacity of 10 liters per 100m² of floor area. This capacity is based on the transfer of waste to the bin room occurring once per day.

Staff and cleaners would dispose of waste from these bins directly into the appropriate 120L bins provided within the ground level bin room, accessed via the loading dock (refer to Appendix 1).

Organics waste is to be disposed of loosely or in compostable bags that have been approved by the waste contractor.

Compostable bags should be marked with the Australian Standard compostable logo as shown in Figure 2 below. It should be noted that non-compostable bags should not be placed into the organics bins as it cannot be composted and thus will affect the quality of the organic product.

Figure 2 Australian Standard Compostable Logo



Green waste generated by the maintenance of communal landscaped areas would be disposed of via the engaged landscaper.

4.2.5 GLASS RECYCLING

120L glass bin have been provided within the waste room for glass recycling. Staff and cleaners would have access to this ground level bin room, accessed via the loading dock as shown in Appendix 1.

Building management would arrange glass bin collections, with collections to be conducted by a private contractor as required.

4.2.6 HARD WASTE

Hard waste will be managed independently by the respective tenants or building management. Hard waste will be temporarily stored within the respective tenancies prior to when collections occur.

Building management would arrange for hard waste collections to occur via a private contractor, as required.

4.2.7 CLINICAL WASTE

Clinical waste would be managed by medical practitioners and trained staff members only. No clinical waste would be accessible by unauthorised personnel.

Clinical waste shall be properly segregated, packaged, labelled and transported to minimize risk to waste handlers and the community. Clinical waste shall be managed in accordance with Industry Code of Practice for the Management of Biohazardous Waste (including Clinical & Related wastes 7th edn. IWRG612, and AS3816:1998).

All sharps and other waste containers shall meet the requirements of AS3816:1998.

Sharps bins of a size deemed appropriate by the occupant (generally less than 60L) would be provided to the appropriate rooms, to contain the intended prescribed waste.

These bins would be transferred to a larger 240L bin located in the clinical waste storage area located within the ground level. Clinical waste will be managed and stored separately to garbage and commingled recycling, within a designated waste room.

Clinical waste would be collected by a qualified contractor directly from the medical tenancies back of house areas OR from the clinical waste room provided. Collection would be arranged as required, as is common practice.

Clinical waste would be collected by a 6.35m low profile waste collection vehicle or AustRoads B99 design vehicle equivalent. Clinical waste would be collected in the same manner as general waste collections occur, as discussed in section 4.6.

4.3 BIN QUANTITY, SIZE AND COLLECTION FREQUENCY

The bin quantity, size and the frequency of collection are shown below in Table 3 and Table 4.

Table 3 Bin Size and Collection Frequency

Waste Stream	Collections per Week	Bin Size	No. Bins	Weekly Capacity	Weekly Volume
Garbage	1	1100L	3	3,300L	2,886L
Commingled Recycling	1	1100L	2	2,200L	2,188L
Organics	1	120L	3	360L	336L
Glass	1	140L	3	420L	384L
Clinical Waste	As required	240L	2	-	-

Table 4 Typical Waste Bin Dimensions

Capacity (L)	Width (mm)	Depth (mm)	Height (mm)	Area (m ²)
1,100	1240	1070	1330	1.33
660	1260	780	1330	0.98
360	680	848	1,100	0.58
240	585	730	1060	0.43
140	535	615	915	0.33
120	480	545	930	0.26

Note: The above dimensions are based on SULO's flat lid bin specifications

4.4 BIN COLOUR AND SUPPLIER

All bins would be provided by private supplier. The below bin colours are specified by Australian Standard AS4123.7-2006, however due to the private nature of the collection, these are only recommendations and are not mandatory:

- Garbage (general waste) shall have red lids with dark green or black body;
- Recycle shall have yellow lids with dark green or black body;
- Organics shall have green lids with dark green or black body; and
- Glass shall have purple lids with dark green or black body.

Note, private contractors often supply bins for collection.

4.5 WASTE STORAGE AREA

Table 5 demonstrates the cumulative space requirements and provision of waste areas in the commercial area/s of the proposed development.

Please refer to scaled drawing shown in Appendix 1.

Table 5 Waste Area Space Requirements

Stream	Space Required (including circulation)	Space Provided
Clinical Waste	-	12m ²
General Waste	6.36m ²	
Commingled Recycling	4.24m ²	
Organics	1.26m ²	22m ²
Glass	1.58m ²	
TOTAL	13.4m²	34m²

Note: Waste management would be overseen by building management.

4.6 WASTE COLLECTION

Commercial waste would be collected by private contractor

- 3 x 1,100L garbage bins collected once per week;
- 2 x 1,100L commingled recycling bins collected once per week;
- 3 x 120L organics bins collected once per week;
- 3 x 140L glass bins collected on as required basis;
- Clinical waste collected on an as required basis;
- Hard Waste collected on an as required basis

All waste bins would be stored on-site in the bin rooms provided on the ground level.

Waste collections would occur between 6:30am (one collection per week) to 8pm on Mondays to Saturdays and between 9am to 8pm on Sundays and public holidays, in accordance with EPA Victoria *Noise Control Guidelines* 2021. This is to ensure minimal noise impacts to the neighboring properties.

Hard waste collections would be performed by a utility vehicle or AustRoads B99 design vehicle equivalent.

Waste collection vehicles would enter the subject site via a forward motion from Morgan Street.

Waste collection vehicles would prop safely at the ground floor loading dock.

Vehicle operators would ferry waste bins from the bin room and return upon emptying.

Waste collection vehicles would exit the loading dock in a forwards direction, exiting the subject site onto Morgan Street.

Building management would ensure that waste vehicle operators are able to access the bin room.

Commercial waste bins would not be presented to street kerb at any point. Commercial waste bins would not be permanently stored on the street.

Clinical waste would be collected as described in Section 4.2.7.

5 RESPONSIBILITIES

Building management would be responsible for overseeing waste management within the development. Responsibilities would include:

- Provide building management, staff and commercial tenants with a waste management handbook which would include information on bin storage areas, transfer paths and waste management methods onsite;
- Ensure that all bins throughout the site and the bin room are equipped with appropriate signages to guide users on appropriate segregation methods for their waste and recyclables;
- Inspecting waste stores;
- Reviewing contamination within bins;

- Investigating incidents of inappropriate waste storage (or aggregation).

Building management would ensure anyone found responsible for inappropriate waste disposal would be appropriately educated and made aware of correct waste disposal techniques.

It is recommended that building management conducts a waste audit if waste is found to be inappropriately deposited by users or if the bin capacities need to be reviewed.

6 SIGNAGE

Waste storage areas and bins would be clearly marked and signed with the industry standard signage approved by Sustainability Victoria, Department of health and or Council equivalent. Standardised waste management signage for Victoria is illustrated in Figure 3 below.

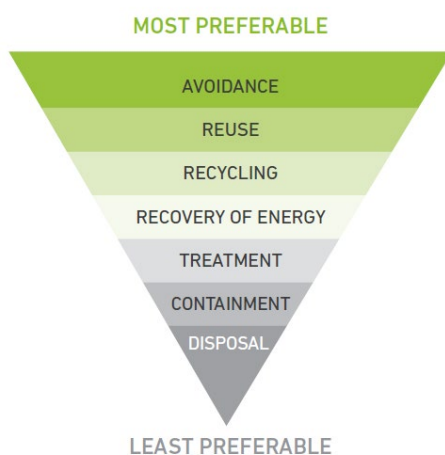
Figure 3 Waste Signage VIC



7 SUSTAINABILITY ACTION PLAN AND INITIATIVES

The importance of restructuring the institutional waste management methods in developments is becoming more apparent as we experience the adverse impacts of increasing waste volumes and declining recycling rates. Developments such as the proposed subject site can contribute towards the prevention and reduction of nationwide waste generation volumes as well as to promote a local circular economy system. Building management should encourage users by demonstrating a commitment towards waste avoidance and minimisation initiatives. The waste hierarchy as detailed in the *Environmental Protection Act 2017* should be observed in order of preference (refer to Figure 4).

Figure 4 Waste Hierarchy



In addition to the waste management strategy detailed in the enclosed report, building management can establish landfill diversion and recycling targets and conduct periodic waste audits to monitor contamination levels in recycling and organics bins. The results of the audit could be shared with staff and building management to encourage them to continue or to improve their waste separation efforts. The audit may also be beneficial from a cost perspective as it would inform building management of opportunities to reduce bin numbers or collection frequencies.

Relevant staff and management should be inducted on on-site waste management practices and on the development's sustainability action plan via the provision of a handbook or in-person training, as deemed necessary. Commercial tenancies should be encouraged to minimise single use packaging and promote re-use by providing opportunities to consumers to utilise their own reusable containers or bags.

8 WASTE AREA DESIGN REQUIREMENTS

8.1 VENTILATION

Ventilation would be provided in accordance with Australian Standard AS1668.

The waste room will be equipped with tight fitting doors and impervious flooring. Any openings within the waste room will be fitted with vermin-proof mesh.

8.2 LITTER MANAGEMENT, WASHING AND STORMWATER POLLUTION PREVENTION

An appropriately drained wash down area would be provided within the bin room in which each bin is to be washed regularly by building management. Bin washing areas or bin wash bays must discharge to a litter trap. Bin wash areas should not discharge into stormwater drainage.

Alternatively, a third-party bin washing service can be engaged to perform this service. Bin washing suppliers must retain all waste water to within their washing apparatus so as to not impact on the drainage provisions of the site.

Building management and cleaners would be responsible in ensuring the following to prevent or minimise the dispersion of litter throughout the site:

- Prevent overfilling of bins by ensuring bin lids are closed at all times;
- Require waste contractor to remove any spillage that may occur during waste collections; and
- Ensure anyone found responsible for inappropriate waste disposal or dumping would be appropriately educated and made aware of correct waste disposal techniques.

8.3 NOISE REDUCTION

All waste areas would meet EPA, BCA and AS2107 acoustic requirements as appropriate within operational hours assigned to minimise acoustic impact on surrounding premises.

Waste collection timings in accordance with EPA Victoria *Noise Control Guidelines* 2021 have been stipulated in the waste collection section above.

Waste contractors should also abide by the following regulations to ensure minimal noise impacts to the neighboring properties:

- Compaction only to be carried while on the move;
- Bottles should not be broken up at the point of collection;
- Routes that service entirely residential areas should be altered to reduce early morning disturbances; and
- Noisy verbal communication between operators should be avoided where possible.

8.4 DDA COMPLIANCE

All waste areas to be accessed by commercial staff would comply with AS1428.1:2009.

9 RISK AND HAZARD ANALYSIS

Table 6 shows the potential risks, severity and suggested control methods that could be considered to avoid the risks from occurring during waste collections.

Note that this is a preliminary risk assessment and does not replace the need for the building management and collection contractors to complete their respective OHS assessment for waste collections.

The information provided below have been adopted from WorkSafe Victoria *Non-Hazardous Waste and Recyclable Materials* (2003). The severity of each risk has been determined based on the risk rating table enclosed in Department of the Environment *Environmental Management Plan Guidelines* 2014.

Table 6 Potential Risks and Control Methods During Waste Collections

Area	Risk	Severity	Suggested controls
Waste collection	Incidents during waste collection vehicle ingress or egress movements	Low	<p>Vehicle operators would be trained in ensuring the following:</p> <ul style="list-style-type: none"> Tailgate is closed after clearing waste area Move vehicle slowly when tailgate or body is raised Clear waste from tailgate seal and from rear of machine before departure from the subject site Ensure tailgate is locked after unloading operation <p>Vehicle operators should not exit the vehicle body unless engine is switched off, ignition key is removed, safety prop is in position and the vehicle body is well ventilated. Regular safety checks and inspection of vehicles should be conducted.</p>
	Incidents during manual handling of bins	High	Vehicles should meet relevant Australian Design Rules. Ensure that vehicles with low bowl height are used to avoid lifting of bins above shoulder height. Vehicle operator should be clear of the equipment before activation of packing or tipping controls.
	Slip and trip hazards in moving into and out of the vehicle	Medium	Maintain sufficient and frequent communication between driver and runner. The hose should not be used as handholds when mounting or dismounting.
	Slips and trips while transporting bins	Low	<p>As the loading area is at the same grade with that of the waste storage area, there are no hazards presented from the presence of slopes or steps. The loading dock and waste storage area would also be well lit at all times to ensure good visibility to staff/vehicle operators.</p> <p>However, to ensure that any other potential risks are mitigated, frequent communication should be maintained between the driver and runner and the runner should only transfer one bin at a time.</p>
Surrounding traffic	Conflict with other vehicle operators and staff, commercial tenants and building management within the car park during collection	Medium	<p>Ensure that collection occurs only at off-peak hours.</p> <p>The collection area should also be well-lit to allow for better visibility of oncoming traffic and pedestrians.</p>
Waste bins	Type of wastes handled – risk associated in contact with unknown hazardous substances or sharp objects	Medium	<p>Building management and relevant staff should be educated on safe disposal of hazardous substances and sharp objects.</p> <p>Waste vehicle operators should be trained and informed on safe handling of unknown substances. Operators could be provided with PPE to avoid infections and to assist in handling of waste bins.</p>
Waste Bins	Overflowing bins affecting the transport of bins to the waste collection vehicle or presenting as a trip hazard.	Low	The recommended number of bins enclosed in this WMP provides a larger capacity than the volume generated for all waste streams hence there would be a low likelihood of this occurring.

10 SUPPLIER CONTACT INFORMATION

Table 7 provides a list of equipment specified by this waste management plan.

Below is a complimentary listing of contractors and equipment suppliers. You are not obligated to procure goods/services from these companies. This is not, nor is it intended to be, a complete list of available suppliers.

SALT does not warrant (or make representations for) the goods/services provided by these suppliers.

Table 7 High Level Purchasing Schedule

Item	Quantity	Supplier	Notes
1,100L Bins	5	Private Supplier*	3 x 1,100L garbage bins 2 x 1,100L commingled recycling bins
140L Bins	3		3 x 140L glass bins
120L Bin	3		3 x 120L organics bins
240L Bins	As required		240L clinical waste bins (quantity as required)
Bin Station	As required		Internal and external bin stations. Each bin station will contain one bin per waste stream.

*Private waste collection contractors often supply their own bins for collection.

10.1 EQUIPMENT SUPPLIERS

10.1.1 BIN SUPPLIER

- Sulo MGB Australia (wheelie bin) – 1300 364 388
- Method Recycling (bin stations) – 0477 630 220 / 0412 001 686
- Source Separation System (wheelie bin and bin stations) – 1300 739 913

10.2 WASTE COLLECTORS

10.2.1 GARBAGE, RECYCLING AND ORGANICS

- Cleanaway – 13 13 39
- JJ Richards – 03 9794 5722
- SUEZ Environment – 13 13 35
- VISY Waste Management – 03 9369 7447
- Veolia Environmental Services – 132 955
- WasteWise Environmental – 1300 550 408
- Budget Waste – 1800 292 783

10.2.2 HARD WASTE

- 1CALL Rubbish Removal – 1300 557 772
- 1300 Rubbish – 1300 782 247
- 1800-GOT-JUNK? – 1800 468 586
- Get Out Rubbish – 0480 350 234
- Same-Day Rubbish Removal – 0435 587 877
- WM Waste Management Services – 03 9721 1915

10.3 BIN WASHING SERVICES

- The Bin Butler – 1300 788 123
- Calcorp Services – 1888 225 267
- WBCM Environmental – 1300 800 621

11 PURPOSE AND LIMITATIONS

This Waste Management Plan has been prepared to form a part of the town planning/development application. The report is prepared to:

- Demonstrate that an effective waste management system is compatible with the design of the development. An effective waste management system comprises of a system that is hygienic, clean, tidy, minimises waste being landfilled and maximises recycling and resource recovery;
- Ensure stakeholders are well informed of the design, roles and responsibilities required to implement the system;
- Provide supporting scaled drawings to confirm that the final design and construction is compliant with the report;
- Define the relevant stakeholders involved in ensuring the implementation of the waste management system; and
- Ensure tenants, staff and management are not disadvantaged in access to recycling and other sustainable waste management options.

The following should be noted regarding the enclosed information:

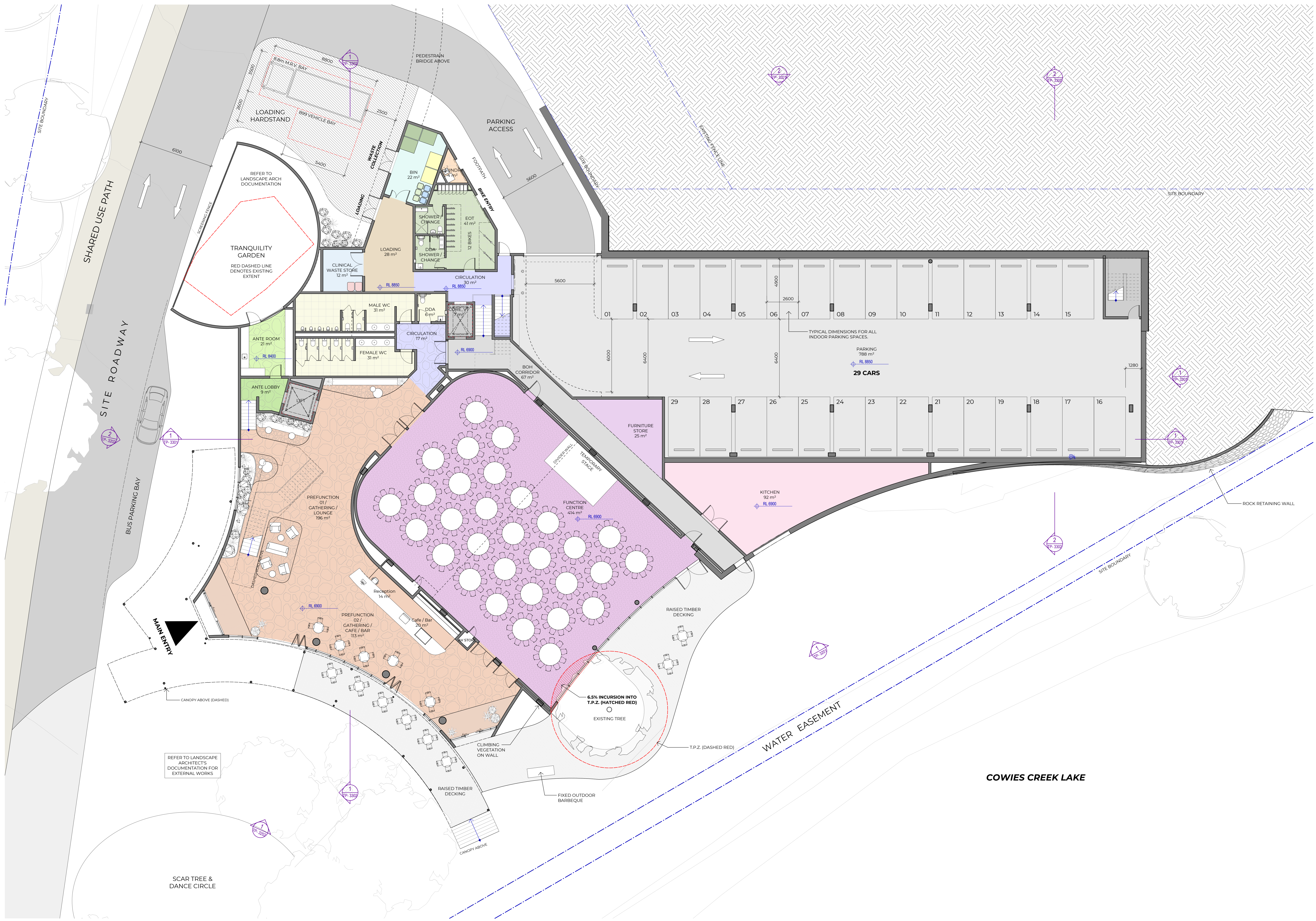
- The waste generation volumes provided are estimates based on the best available waste generation rates.
- The report does not discuss management of construction and demolition waste for the proposed development hence a separate report discussing the management of these waste streams would be required; and
- The equipment specifications and any information provided regarding the recommended equipment are provided for reference purposes only and should not be relied upon for procurement. SALT recommends that the developer attains the latest specifications of the required equipment and service provisions from the respective contractor(s) prior to engaging them or purchasing the relevant equipment.
- The report should be updated if the development plans are amended or if new legal requirements are introduced.

APPENDIX 1 DESIGN DRAWINGS



#	Status	Description	Date
A	Final	Draft Town Planning	14-09-23
B	Final	Draft Town Planning	14-09-23
C	Final	TOWN PLANNING	20-09-23

Notes:
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 Contractor must verify all dimensions on site before commencing work or preparing shop drawings.
 Do not scale drawings.



Project: MORGAN ST REDEVELOPMENT



Client: WATHAURONG ABORIGINAL CO-OPERATIVE

Issue: **W-B** WOODS BAGOT

Project number	Size check
130882	25mm
Checked: MP	Approved: BM
Sheet size: A0	Scale: 1:100

Floor Plan Ground

Sheet number	Revision
TP-2200	C
Status: Town Planning	



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